



Early Journal Content on JSTOR, Free to Anyone in the World

This article is one of nearly 500,000 scholarly works digitized and made freely available to everyone in the world by JSTOR.

Known as the Early Journal Content, this set of works include research articles, news, letters, and other writings published in more than 200 of the oldest leading academic journals. The works date from the mid-seventeenth to the early twentieth centuries.

We encourage people to read and share the Early Journal Content openly and to tell others that this resource exists. People may post this content online or redistribute in any way for non-commercial purposes.

Read more about Early Journal Content at <http://about.jstor.org/participate-jstor/individuals/early-journal-content>.

JSTOR is a digital library of academic journals, books, and primary source objects. JSTOR helps people discover, use, and build upon a wide range of content through a powerful research and teaching platform, and preserves this content for future generations. JSTOR is part of ITHAKA, a not-for-profit organization that also includes Ithaka S+R and Portico. For more information about JSTOR, please contact support@jstor.org.

MEMORANDA OF OFFICE RECORDS¹

By A. W. CUDDEBACK

The office records of the location of service pipes, valves, hydrants and distribution mains of the Passaic Water Company are about as simple as can be devised, consistent with giving the information necessary and useful for the proper recording of such structures.

Service pipes. Service pipes are given a serial number, which is also the number that goes with the account, and these numbers have been running continuously from one up since the business was started. Where there are several services pipes supplying one property which comes under one account, they have the same number.

The accounts are indexed on the ledger cards under the street number and name of the person paying the water rent.

The record of the service is entered on a No. 9518 Library Bureau card, which is practically 3 by 5 inches in size. The front of this card shows the serial number; street number; name; size of tap in main; size of service pipe; size of main; and gives a measurement of the location of the corporation cock, which refers to the lot line, the building or curb line. It has the date on which the connection was made; the kind of material; and the name of the foreman putting it in; whether there is a curb shut-off and how far laid.

The reverse side of this card has printed upon it a diagram of a city block with streets on four sides of it, on which is made a sketch of the property, indicating the building; the main in the street; and the service pipe. On this the reference measurements are entered again, showing to what point they refer. The four streets bounding the block are named so the property can be definitely located.

If the service pipe is renewed at any time, the detail of the renewal is entered upon the card, or if necessary, a new card is made, giving the additional information required by the change.

When a service pipe is abandoned for any reason and is not at that time replaced with another service, the number formerly

¹ Read at the St. Louis Convention, May 16, 1918.

applying to that service is used for some other service, thus avoiding a lot of dead numbers.

It is very easy to get the proper information for entering on this card, because the company lays its own service pipes and has been doing so for the past 20 years. Where private plumbers are allowed to make service pipe connections, proper cards should be furnished them, on which to record the information desired to be kept for reporting to the water office.

For the purpose of recording the location of services not on rectangular blocks, cards are used with the reverse side blank, in order that a sketch showing the exact conditions may be made.

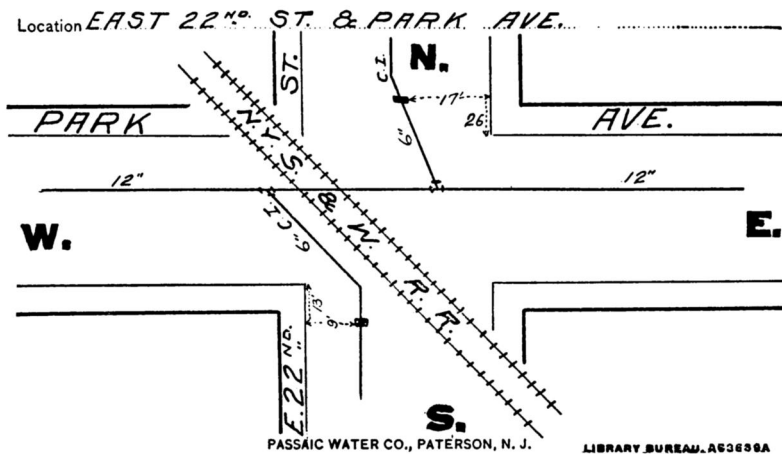


FIG. 1. FRONT OF VALVE RECORD CARD

Valves. Valve cards are exactly the same size as the service pipe cards. The front of the card in this case, however, shows the sketch, which has four blocks with two streets between, figure 1. The pipes are sketched in the streets in both directions. The cardinal points are marked with a rubber stamp. The location of the valve is indicated, and the measurements, referring in almost all cases to the curb, are entered on the sketch. The names of the streets are marked.

The cards are indexed according to streets and run consecutively in one direction on the street. They are cross-indexed by entering a card for the cross street on which is put only the name of the street.

On the reverse side are printed locations for four valves, figure 2. Locations are made by giving the distance north, east, south or west, from the curb lines.

As in the service pipe cards, for special locations, blank cards are provided on which the sketch can be made.

Valves are also given a number, which number is consecutive with their installation.

Hydrants. No special card is used for hydrants. The record of the hydrant is kept in a book, which gives the serial number of the hydrant; the street on which the hydrant is located, the street on which the hydrant faces being mentioned first; the date it was installed; make of the hydrant; and the water pressure; also whether

Size.....	6"	Location.....	EAST 22 ND ST. S. OF PARK AVE.	No.....	1852
13	ft.—in.	S	from the S	Curb of	PARK AVE.
9	ft.—in.	E	from the W	Curb of	EAST 22 ND ST.
Size.....	6"	Location.....	EAST 22 ND ST. N. OF PARK AVE.	No.....	1853
26	ft.—in.	N	from the N	Curb of	PARK AVE.
17	ft.—in.	W	from the E	Curb of	EAST 22 ND ST.
Size.....		Location.....		No.....	
ft.—in.			from the	Curb of	St.
ft.—in.			from the	Curb of	St.
Size.....		Location.....		No.....	
ft.—in.			from the	Curb of	St.
ft.—in.			from the	Curb of	St.

FIG. 2. REVERSE OF VALVE RECORD CARD.

the hydrant is gated or not. A card index is kept of this book by street intersections so that the book can be readily referred to.

Distribution mains. A field book with pages 5 by 7½ inches is kept of all distribution main installations. This book is of the ordinary size used by engineers for notes, and is ruled in small squares.

The necessary information for this book is sketched in pencil when the installation is made. A complete sketch is made showing the street lines; location of pipe with reference to these lines and proper measurements; location of valves, hydrants, branches and specials is also indicated; dead ends; kind of material used; name of foreman making the installation; character of the digging; depth to which pipe is laid, as shown in Fig. 3.

D. E. means dead end, that the proper record has been made of the dead end on cards kept for this purpose.

H. means hydrant, and that it has been recorded in the proper hydrant book.

M. 1, M. 2, M. 3, M. 4, and M. 5 indicate that the information on this page has been recorded on Maps 1, 2, 3, 4, and 5. These maps are large maps on a scale of 400 feet to the inch, which show the entire distribution system, with location of hydrants, valves and street mains indicated according to the nomenclature adopted. Maps of this kind are kept in various convenient places for reference, as in the working office and in the office of the superintendent and engineering department.

The book is indexed by streets with reference to the book number and page number on which the original sketch appears, and kept properly filed. No other detail record of main locations is kept. It has been found that all the records necessary or desirable can be kept in this way. As much or as little detail as desired can be entered in this book.

None of the records, either in the books or on cards, is drawn to scale.

Maps showing the distribution system as a whole, are usually made with the width of the streets exaggerated so that the piping system stands out as the main feature on the map. It does not take an expert draftsman to do any of this work. Anybody who is a fairly good letterer and can use a straight line pen and is neat, can do the work satisfactorily.